

	Administrative Regulation Holidays	Policy #	03-02.08
		Effective Date:	March 7, 2017
		Revision Date:	July 13, 2020
		Owner:	Human Resources

Purpose:

The regulation describes the City of Springfield policy on designation and payment for holidays.

Scope:

This regulation applies generally to all regularly benefitted employees of the City who are on the traditional holiday plan. For contract specific provisions, represented employees should also refer to their labor agreements/contracts.

Policy:

It is the policy of the City of Springfield to grant paid days off in recognition of certain holidays. The City recognizes ten (10) paid holidays each year and one paid Floating Holiday for employees on the Sick/Vacation plan.

Holiday	Day
1. New Years Day	January 1 st
2. Martin Luther King, Jr.'s Birthday	Third Monday in January
3. Presidents' Day	Third Monday in February
4. Memorial Day	Last Monday in May
5. Independence Day	July 4 th
6. Labor Day	First Monday in September
7. Veterans Day	November 11 th
8. Thanksgiving Day	Fourth Thursday in November
9. Day after Thanksgiving	Fourth Friday in November
10. Christmas Day	December 25 th

Procedure:

1. Holiday Compensation.

- 1.1. Eligible employees shall receive eight hours of holiday pay for each of the ten (10) holidays listed above. Holiday pay is prorated for part time employees regularly scheduled to work less than an 8 hour work day based on FTE.
- 1.2. If a nonexempt employee works on any of the holidays listed above, he/she shall receive time and one-half cash compensation for all hours worked in addition to the holiday pay.

If a holiday falls on an employee's regular day off he/she shall receive eight hours compensatory time in their comp bank to be used at a later date in lieu of the holiday.

2. Weekend Holidays: If the holiday falls on a Saturday, the preceding Friday will be given off; if the holiday falls on a Sunday, the following Monday will be given off.
3. Holidays while on paid leave: If a holiday occurs during an employee's Paid Time off, vacation or sick leave, the time will be coded as holiday pay and not charged to individual leave banks.
4. Floating Holidays: Each employee on the Sick/Vacation plan is eligible for one (1) floating holiday per fiscal year. For eligible employees, hours are credited to the floating holiday bank at the pay period end that includes 7/1 and must be used by the pay period end that includes 6/30 of the following year. Floating holiday hours do not roll over to the next fiscal year. Employees on the PTO plan have 8 floating holiday hours built into their accrual rate and must use accrued time off in accordance with the applicable Administrative Regulation. The time off must be requested and approved by the direct supervisor.
5. Leave of Absences: Employees are not paid for holidays that occur during any unpaid absence that is not protected by FMLA/OFLA leaves of absences. Holidays are paid during FMLA/OFLA Protected leave.
6. Police Sergeants

6.1. Time off in Lieu of Holidays

- 6.1.1. Employees shall accrue 4.308 hours of time per full bi-weekly period of employment for the purpose of time off in lieu of holidays. Time accrued is meant to be taken within one (1) calendar year of accrual and shall be taken at the employee's convenience subject to approval by the City based upon the operating needs of the Police Department.
- 6.1.2. Employees may accrue a maximum of 112 hours of time under this article. Any time accrued over and above the maximum will be paid in the employee's next paycheck.
- 6.1.3. Part-time employees earn time off on a pro-rated basis based on their actual monthly work hours as a percentage of full-time hours.

6.2. Paid Administrative Day

- 6.2.1. Employees are allowed one paid administrative day off per month and are expected to use it during that month, no carryover. The paid administrative day off is considered compensation for unpaid time worked in prepping briefing materials and shift transfer work with the on-duty sergeant.

Definitions

1. FMLA/OFLA leaves – A Federal or State law requiring covered employers to provide employees job protection and unpaid leave for qualified medical and family reasons.
2. Fiscal Year – A 12 month period used for the purpose of accounting and budget purposes. For the City of Springfield the fiscal year starts on 7/1 and ends 6/30 of the following year.
3. Nonexempt – Employees whose type of job duties, level of decision-making authority, and method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.
4. Paid Time Off (PTO) – Accrued time that employees may use for personal leave, vacation, non-occupational injury, illness, bereavement, or a floating holiday. Employees who receive PTO are not eligible for separate leave banks.

Resources:

1. [Family Medical Leave – Administrative Regulation 03-02.02](#)
2. [Paid Time Off – Administrative Regulation 03-02.01](#)
3. [Sick Leave – Administrative Regulation 03-02.04](#)
4. [Vacation – Administrative Regulation 03-02.05](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Gino Grimaldi, City Manager	Dates:	March 7, 2017
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	This Admin Regulation replaces, modifies, or updates Policy 9.10, "Holiday Administration." In the future, "Edition" in the footer will serve as notice as to what revision of the Regulation is active.		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:	Human Resources		
	Revised By:	Chaim Hertz, Director of Human Resources		
	Approved By:	Chaim Hertz, Director of HR	Date:	May 3, 2017
	Reason/Summary of Changes:	On May 3, 2017 this regulation was updated to the new format. No change to content and did not require CMO approval.		

Version #3:	Responsible Party:	Human Resources		
	Revised By:	Chaim Hertz, Director of Human Resources		
	Approved By:	Nancy Newton, City Manager	Date:	July 9, 2020
	Reason/Summary of Changes:	Added section #6 in the procedural section to outline existing benefits for Police Sergeants.		